Wellenstein, Gunther

From: Wellenstein, Gunther

Sent: Thursday, April 11, 2019 3:30 PM

To: Broadcast

Subject: SW&R UPDATE SOP re: SHREDDING

PLEASE POST: PLEASE FORWARD



A friendly reminder from the Solid Waste & Recycling Office:

Recent (industry) update to 'best practices'...

Keep loose or bagged shredded paper out of your recycling cart!







Shredding de-values the paper and the 'confetti' falls from collection trucks & through sorting screens.

All shredded paper must be put in the trash.

Maximize the amount of paper you can recycle by only shredding what is necessary.

THINK BEFORE YOU SHRED!

Shred **only** documents with sensitive information!

Shredding shortens paper fibers – recycling whole pieces keeps the fibers long, strong, and ready to be made into new paper. Improve recycling by putting non-sensitive papers straight in the recycling bin. It's easy!









For information on how to regicle shredded documents in your area, visit paperiecycles.org/shredded documents Use the guidelines below for your personal financial records. See guidelines from the IRS for more details on documents you should keep.

How to Spring Clean Your Financial Records

Keep

Personal tax-related documents from the last three years (make sure you don't need the document for non-tax-related reasons before recycling).

Shred

Documents with sensitive information,
like your SSN, financial transactions and medical records.

Recycle

Everything else!
(Manila folders, annual reports, informational pamphlets from your credit card and insurance companies).

Keep America Beautiful

Shredding

Are you wondering what to keep and what to shred? We looked at experts' advice and compiled this summary of how long they recommend keeping certain documents.



When should I shred it?

mediately

Sales receipts

ATM receipts

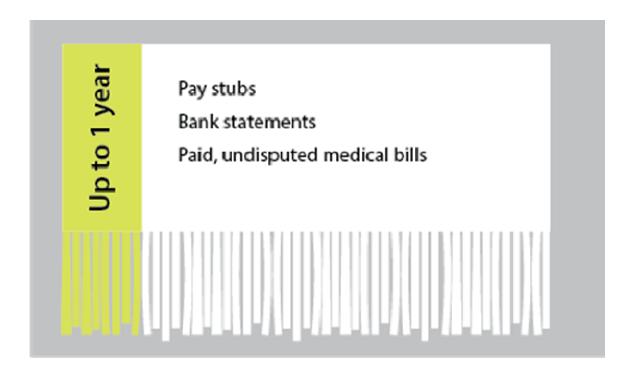
Paid credit card statements

Paid utility bills

Credit offers

Cancelled checks (that are not tax-related)

Expired warranties



Just in time for tax season...



t depends...

Auto titles

Keep as long as you own the vehicle

Home deeds

Keep as long as you own the property

Disputed medical bills

Keep until the issue is resolved

Home improvement receipts

Keep until you sell your home and pay any capital gains taxes

Keep Forever

Birth certificates

Social Security cards

Marriage or divorce decrees

Citizenship papers

Adoption papers

Death certificates

Tax returns



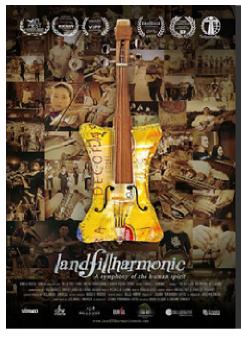
Federal Trade Commission | FTC.gov April 2015

STAY UPDATED:

PATRIOTS' DAY MONDAY 4/15 HOLIDAY CURBSIDE COLLECTION SCHEDULE

1 DAY CURBSIDE COLLECTION PICK-UP DELAY WEEK OF 4/15/2019

Don't miss the Lowell Land and Conservation Trust Eco-Film Series movie screening sponsored by the Solid Waste and Recycling Office!



Landfill Harmonic

Date: Tuesday, April 30, 2019

Time: 6:30PM

Lowell National Historical Park Visitor Center 246 Market St., Lowell, MA

Description: This film follows the Recycled Orchestra of Cateura, a Paraguayan musical group who live next to one of South America's largest landfills. This unlikely orchestra plays music from instruments made entirely out of garbage, recycling trash and inspiring dreams.

(In Spanish with English subtitles, 88 mins)

Watch the movie trailer (link) Hope to see you there!

MATERIAL DROP-OFF EVENT SATURDAY 4.27.2019

Lowell Regional Waste Water Utility (AKA Duck Island) 451 First Street Boulevard (Route 110 at Dracut line) Lowell, MA 01850

8 AM - Noon

ACCEPTED ITEMS:

- 20# & 1 Lb (camping) Propane Tanks & Helium Tanks
- . Compact & Linear Florescent Lamps (CFLs)
- Medical Sharps (in puncture proof bottle)
- Rechargeable Batteries (PDF) (NiCad, etc.)





- Button Batteries
- . Thermometers / Thermostats [& elemental Hg]
- · Waste Motor Oil (limited to pints and quarts)
- Fire Extinguishers

Don't just recycle, recycle right!

Follow us for more recycling updates and tips! 🌃 💟 📮 @Lowell Recycle



Residents with Lowell curbside collection are urged to download the FREE smartphone App, LowellRecycle!



Enter your home address to receive updates & alerts relevant to calendar items. You'll receive postings regarding SUMMER Yard Waste Collection schedule and other drop-off events.

Don't have a smartphone? You can request information via text, voice or email at Curbside Calendar.

Created by: Emily Teague, Journalism and Professional Writing Student; UML

Updates to schedule and programs are posted at LowellRecycle.org.

Regards,

-Gunther

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http://www.LowellRecycle.org

LOWELL Alive. Unique. Inspiring.



Manager Recycling Systems

Zero Waste Principles & Practices





Are you recycling right? Find out: https://www.recyclesmartma.org